



**Minutes of the Meeting of the  
Search and Governance Committee  
held on Wednesday 11 March 2015**

**Present: -** Mrs Magda Prail (Chair)  
Mrs Val Ainsworth  
Mrs Liz Patrick  
Mr Ian Peake (Principal)

**In Attendance: -** Mrs Linda Watkins (Clerk to the Corporation)

The meeting was quorate as four Members were present.

**1. Apologies for Absence**

Mr Tony Ford

**2. Declarations of Interest**

Liz Patrick and Val Ainsworth: Board membership

**3. I. Minutes of Meeting: 5 November 2014**

The Chair signed the minutes of the last meeting as a true record.

**II. Matters arising from the Minutes**

No matters

**4. Board membership 2015/16**

Members noted that there were four Independent Governors whose current terms in office would finish later in 2015. Val Ainsworth, Alan Lavers and Liz Patrick had already served at least two terms of four years and would be eligible to be re-appointed for another year. Tony Ford was in his first term and could be re-appointed for another four year term. The Clerk reminded Members that the Corporation's membership could change in the near future pending the outcome of the expression of interest to New College Telford. Additionally, she referred to the draft Code of Governance which suggested Governors serve for two terms of three years, with exceptions where Governors subsequently undertake a new more senior role, for example chair. Liz Patrick indicated that she was willing to step down from the Board if acceptable. In discussion the above points were taken into account concluding that it is healthy to have a balanced and diverse Board combining various lengths of service from Governors in the current climate. Members discussed the personal contribution of all Governors whose terms would end this year, which included Chairs of the Corporation and Finance and Employment Committee and Board Champions to the important areas of safeguarding and equality and diversity. The Committee concluded to recommend re-appointments

**Action**

for the eligible timescales subject to agreement by the individual Governors.

The Committee agreed: -

- To recommend the Board re-appoint Val Ainsworth, Dr Alan Lavers and Liz Patrick for a further year in office
- To recommend the Board re-appoint Tony Ford for a further four year term in office.

**5. Voluntary Code of Good Governance (AoC)**

AoC introduced a Code of Governance in 2011 for voluntary adoption by colleges. Its purpose is to enhance the quality of governance, management and performance by providing a governance framework. AoC have revised the Code for consultation. The Clerk presented a summary of the Code and her opinion.

The Committee agreed:

- The Code ensured robust governance which, if adopted, would not be onerous for the Board

**6. Reviewing Governors' Performance 2014/15**

The Code of Governance requires Governors to self assess governance and its effectiveness. Practices used previously were outlined agreeing that these should be repeated to provide consistency. The action plan from the last appraisals would be used including an opportunity for individual development to be discussed. Bi-annual appraisals would be formal, with informal meetings available in between if requested. The Principal meets each Governor for lunch at least annually for informal discussion which provides another mechanism to raise issues informally.

The Committee agreed: -

- The self assessment questionnaire benchmarked with other colleges would be repeated this year which would provide benchmarks with other colleges and college data for three years
- To complete one to one appraisals with Governors facilitated by the Chair and Vice Chair in June offering Governors the option of a follow up appraisal annually

L Watkins

L Watkins

**7. Reports published on website**

The Code of Governance requires colleges to publish a public value statement (ref code 1.8) and college performance report (ref code 3.1.I) annually. Both reports are closely aligned to the strategic plan and measuring achievement of the key performance indicators.

It was agreed to add further detail showing how the College evidences achieving this.

L Watkins

The Committee agreed: -

- To recommend the Board approve the public value statement and annual performance report

**8. Governors' training and workshops**

The Clerk presented proposals for workshops based upon feedback from Governors' self assessment and outcomes following Governors' training on the interface between governance and management.

The Committee agreed: -

- Programme for Governors' Workshops as recommended by Clerk, namely: -  
 April: Learner voice with discussion with some course reps  
 July: Prevent agenda/safeguarding

L Watkins

**9. Process Reviews**

Process reviews were noted from December to February providing evidence of effective meetings. Overall it was noted that positive reviews evidenced robust systems were in place.

The Committee agreed: -

- To note the positive reviews

**10. Any Other Business**

Members agreed training funded by AoC on appeals and the interface between governance and management was useful. The Clerk reminded Members that the remaining funding would be used with a Leader of Governance observing the Q&S Committee and Board meeting and providing feedback of suggestions to improve.

**11. Date and Time of Next Meeting**

The next meeting was arranged for Wednesday 17 June 2015 commencing at 2.00pm.

**12. Process Review**

Liz Patrick completed the process review and confirmed that all indicators had been achieved.

**Signed as a true record of proceedings**

**Chair:** ..... **Date:** .....